

Child Protective Services Background Clearance Form Instructions

Please read the instructions carefully and contact your supervisor if you have any questions.

1. SETTING UP AN ACCOUNT

- Follow this link to set-up a myDHR account. [CPS Background Clearance Form — Create myDHR and Submit Electronically](#)
- When asked, “Are you applying for yourself?” CHOOSE “yes”
- After setting up your account, you will receive a verification email. Verify your account and log-in.
- Under “Start A New Application” choose “Camp Employee Clearance

2. PART 1: PURPOSE OF SEARCH

- RELEASE TO SELF: Leave Blank – do not check box 1 or 2
- RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO: Choose “Youth Camp Worker/Volunteer *”
- COUNTY: Choose “Montgomery”
- CITY: Choose “Rockville”
- AGENCY/INDIVIDUAL NAME: Choose “City of Rockville, College Gardens Elem. School”
(even if that is not your assigned location)
- Check yes or no to the questions about living & working/volunteering in MD in the past and enter the applicable years.

3. PART 2: SEARCH INFORMATION:

- Enter your personal information and then click save
- Download and print the form

4. THIS FORM MUST BE SIGNED IN FRONT OF A NOTARY.

- For your convenience, we can notarize the completed forms at Rockville City Hall, Monday – Friday, 9 am – 4:30 pm. **The best option for new staff is to have this done while at City Hall for their fingerprinting appointment. If you choose this option, please make sure you do the following:**
 - Let us know what time/day you plan to come in (we will confirm time with you)
 - Bring your MD State ID, U.S. Passport or Student ID and completed form with you.
- You can choose to get the form notarized on your own. It must be done by a Notary of the Public certified in Montgomery County.
 - Submit notarized forms to:
City of Rockville
Department of Recreation/Camps & Playgrounds
111 Maryland Avenue
Rockville, MD 20850